

POSITION DESCRIPTION

AGENCY/DEPT ID
PUC300000

DIVISION OR INSTITUTION
Administration Department

UNIT OR OFFICE
Information Systems Division

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
.Net FrameWork

SECONDARY TECHNOLOGY (IT ONLY)
SQL

KLS-8/12/10

<input type="checkbox"/> Reclassification	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
USUAL WORKING TITLE OF POSITION Software Development Spec.		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20069506.0, IT Manager	
<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14
<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 1 of 2
<input type="checkbox"/> Intermittent			

POSITION NUMBER
20069507.0

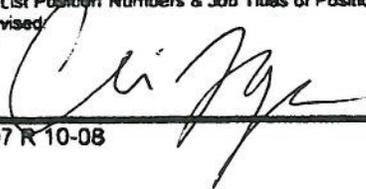
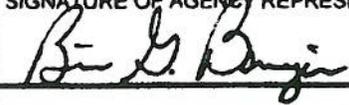
JOB TITLE
Software Development Specialist 1(A)

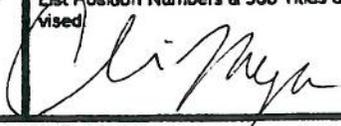
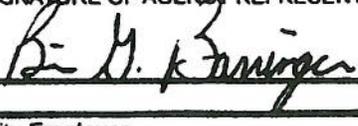
JOB CODE
69941

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 AM TO: 5:30 PM (Flextime available)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
90	<p>Reads, writes, extracts and/or reports from individual file (s); creates and /or modifies existing program modules (i.e., the creation of static content or graphics related to web-design is not software development; complies with software reusability guidelines; uses report generators, data manipulation tools, data query tools, program tracing/debugging tools, software development tools and versioning tools as required.</p> <p>Writes test cases and/or scripts for unit and systems testing with minimal to no supervision; creates or sets-up test data for performing test scenarios; executes unit test scripts and assists in executing system test scripts independently; verifies and documents unit and system test results to ensure software is producing desired results; debugs and revises programs when unit and system tests do not produce desired results.</p> <p>Assists in gathering system requirements; defines and documents current and/or future business process flows; assists in developing future process flows; gathers and analyzes facts; defines problems; assists in developing potential solutions; identifies and develops software solutions to business problems; assists in post production support of business applications, which may include routine maintenance and enhancement and the need to perform research to aide in troubleshooting software production errors.</p> <p>Assists higher-level software developers in the development of application related training materials and software user-guides; creates and/or modifies necessary program and/or application source code documentation (e.g., use cases, in-line code comments) in accordance with agency standards; assists in records and/or reports development lifecycle activities; learns to develop</p>	<p>Knowledge of: Agency policies & procedures (PUCO). (14) government structure & process (State of Ohio, equipment salvage processes), (22) electronic data processing, software development using PUCO purchased software (e.g., VB.NET, ASP.NET), relational database management systems, web design and HTML, computer hardware systems. Skill in: (29) operation of computer terminal, personal computer, network servers, & peripheral equipment. Ability to: (30g) understand system of mechanical or other procedures (e.g., write and integrate computer programs; design database relations & file structures; create & maintain Web pages & interface); (30m) interpret variety of technical computer manuals & documentation; (31f) use algebra; (32q) understand manuals and verbal instructions, technical in nature, (32w) write computer program & system documentation & instruction manuals; (33e) gather, collate, & classify information about data, people, or things; (34c) cooperate with others on group projects.</p>

List Position Numbers & Job Titles of Positions Directly Supervised	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8/2/10

POSITION DESCRIPTION		AGENCY/DEPT ID PUC300000	
DIVISION OR INSTITUTION Administration Department		UNIT OR OFFICE Information Systems Division	
COUNTY OF EMPLOYMENT Franklin		This row is for Information Technology classifications ONLY	
PRIMARY TECHNOLOGY (IT ONLY) .Net FrameWork		SECONDARY TECHNOLOGY (IT ONLY) SQL	
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USUAL WORKING TITLE OF POSITION Software Development Spec.		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20069506.0, IT Manager	
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent		Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	
Bargaining Unit 14		Page 2 of 2	
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 AM TO: 5:30 PM (Flextime available)			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
10	<p>and document appropriate standards and criteria for acceptable programming, documentation, and systems development life-cycle activities.</p> <p>Communicates with peers and others/ performs software development tasks per verbal instructions; asks questions, listens to and processes answers in order to exchange technical information in support of software development; obtains information on focused technical tasks involving database, infrastructure, and application information; leads focused discussions with technical topics in support of software development; conveys information compiled from a variety of sources to technical and non-technical personnel and/or management; summarizes, in writing, information on a specific topic in support of software development.</p> <p>Promotes system security and awareness by adhering to the Agency' and/or State's IT security policy (s) and standards. Researches, reads, understands, and applies relevant techniques and procedures from data processing manuals to complete duties timely and efficiently; assists in supporting user acceptance testing; performs software implementation tasks, including source control and deployment activities. Receives orientation related to mentorship and applies as necessary (e.g., definition, purpose, strategies, and evaluation techniques).</p> <p>Stays current regarding new technologies, standards and techniques. Receives orientation related to mentorship and applies as necessary (e.g., definition, purpose, strategies, and evaluation techniques). Conducts and participates in training and personal professional development activities (e.g., utilizes skillsoft training opportunities) to retain and increase; learns and acquires new skills via training, seminars, self-directed study, research of published material, etc.; applies development process.</p>	<p>Knowledge of: (13b)*, (14), (22). Skill in: (29) Ability to: (34b) work alone on most tasks.</p> <p>*Developed after employment</p>	
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JOB CODE 69941		DATE 8/2/10	